



18-6

1 March 1983

MEMORANDUM FOR: Members of the Language Development Committee

FROM:

[redacted]  
Executive Secretary, Language Development Committee

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SUBJECT:

Minutes of the 28 February 1983 Language Development  
Committee

1. Present: James H. McDonald, Associate Deputy Director for Administration, Chairman, Language Development Committee (LDC); [redacted] Senior Training Officer, Directorate of Operations (DDO), DDO representative; [redacted] Deputy Director for Policy, Analysis and Evaluation, Office of Personnel, DCI representative; [redacted] Deputy Chief, Production Group, Foreign Broadcast Information Service, Directorate of Science and Technology (DDS&T), alternate DDS&T representative; [redacted] Senior Training Officer, Directorate of Administration (DDA), DDA representative; [redacted] Planning Group, Directorate of Intelligence (DDI), DDI representative; [redacted] Chief, Language Training, Office of Training and Education (OTE); OTE representative; [redacted] Administrative Assistant, LDC; and [redacted] Executive Secretary, LDC.

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2. Discussion centered on the propriety of substituting the Maintenance Award for the Use Award when the Maintenance Award pays more per year than the Use Award as in the case of groups II and III languages (see attachments). It was agreed by the committee that in order to retain the present delineation of three distinct Program purposes and to provide parity to individuals in the field and at headquarters, the Language Use Award amount should be increased for groups II and III languages effective 1 October 1983 (the date Maintenance Award payments will be paid at higher rates) according to the following schedule:

Group I - \$50 per biweekly pay period  
Group II - \$65 per biweekly pay period  
Group III - \$80 per biweekly pay period.

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MEMORANDUM FOR: Deputy Director for Operations  
 VIA : Chief, Career Management Staff  
 FROM :   
 DO Senior Training Officer  
 SUBJECT : Language Maintenance Award Standards

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1. Within the Language Incentive Program (LIP) each Directorate retains a degree of latitude in terms of implementation as a way of assuring that LIP can be made responsive to differing objectives and situations. Notwithstanding that basic flexibility, it is equally important that, within a given Directorate, the LIP program be applied uniformly to prevent inequities, distortions and erosion of basic confidence in the system and the program. With the above in mind this proposal is made in regards to Language Maintenance Awards (LMA) which, by virtue of certain peculiarities of LIP, lend themselves to differing groundrules.

2. It is recommended that the following guide all DO components:

a. Reaffirm Agency Language School as the principal testing office for monetary awards and acceptance of other tests only when Agency testing is not possible.

b. For language maintenance awards, which are paid annually, there must be annual testing for all working in or transitting the Headquarters area.

c. For individuals serving abroad the Agency test is valid until the end of tour or whenever the individual transits the Headquarters area. The obligation is on the individual to seek and be tested at the Language School to be able to collect maintenance awards.

d. For the foreseeable future, because the purpose of LIP is to foster language growth and maintenance, there is no limit to the number of language maintenance awards which may be paid to one individual if indeed he or she is available to apply those languages in support of the DO's mission.

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e. Where a maintenance award exceeds the Language Use Award (LUA) (Group II and III languages) and the individual has been tested successfully at the highest level achieved since 1970, the person may be paid an LMA instead of a LUA. The practical effect of this is to increase payments to individuals in the field using the most difficult languages.

f. Finally, it is up to each component to assure that individuals are enrolled in language maintenance only when they are genuinely available to use the language(s).



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APPROVED:

\_\_\_\_\_  
Deputy Director for Operations

\_\_\_\_\_  
Date

## ROUTING AND RECORD SHEET

SUBJECT: (Optional) Proposed  CIA Language Incentive Program, DRAFT B (Job #139)

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FROM: Regulations Control Division 1105 Ames Building		EXTENSION <input type="text"/>	NO.  
		DATE 4 February 1983	
O: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1. <input type="text"/> Admin Assistant, LDC, OTE			<p><input type="text"/> Our plan has been to publish proposed <input type="text"/> as soon as possible.</p> <p>Forwarded herewith, per our telephone discussion today, is a copy of the DDS&amp;T response dated 31 January 1983 for your review. It would be appreciated if you would resolve the DDS&amp;T concerns with <input type="text"/> the DDS&amp;T member of the Language Development Committee, and advise Regulations Control Division.</p> <p>We anticipate receiving a response from the Office of General Counsel today.</p> <p>Please let me know if I can be of assistance.</p> <div style="border: 1px solid black; width: 150px; height: 40px; margin: 10px auto;"></div> <p>Att</p>
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31 January 1983

MEMORANDUM FOR: Chief, Regulations Control Division

FROM:

[redacted]  
Chief, Administrative Staff, DDS&T

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SUBJECT:

Proposed [redacted]  
Language Incentive Program, DRAFT B  
(Job #139)

CIA

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*Full*

1. We in the DDS&T believe that the following sentence should be added at the end of the first paragraph at the top of Page 6 of the subject draft regulation:....meeting language needs. They are not to be used as surrogates for the Language Use Awards, the requirements for which are contained in paragraph 3a.

2. We are disturbed to see in the draft report of the Language Development Committee for FY-82, which was circulated recently by the Language School, two references (pages 35 & 41) to the possibility that officers receiving a Language Use Award may, at their option, switch to the maintenance program. The report states that because the maintenance award amounts have been raised to the point where they now exceed the early Language Use Award sum of \$1300, this may cause some individuals currently receiving the Language Use Award to switch to the maintenance program.

3. This seems to us a violation of the intent of the program. If an officer is receiving an LUA, he is getting it because language use is a regular part of his work and a major ingredient in effective performance of the job. If that is so, he ought not to be eligible for a maintenance award, which is intended to preserve language skills for eventual later use. If an officer is using language now, he should be paid the Language Use Award; if he is maintaining a language for eventual later use, he should be paid the maintenance award. But, he should not be allowed to substitute the maintenance award for the use award simply because it pays him more money. That is abusing the system.

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*Noted - y*

31 JAN 83